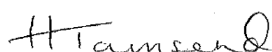


Yate Town Council

Annual Town Council Meeting

Wednesday 10th May 2023

You are hereby summoned to attend the **ANNUAL TOWN COUNCIL MEETING of YATE TOWN COUNCIL** to be held at Poole Court, Yate on Tuesday 16 May 2023 from **7.00pm – 7.30pm** for the purpose of transacting the business set out in the Agenda below.



Hayley Townsend
Town Clerk

Anyone attending this meeting is encouraged to follow the below guidance:

- *On entering the venue, please use hand sanitiser*
- *Attendees must not attend if showing any symptoms of Covid-19.*
- *No papers will be available; attendees are requested to download documents to their devices prior to the meeting;*
- *Attendees are encouraged, wherever possible, to take low carbon transport to meetings including walking, cycling, car sharing etc.*

In the event of a fire alarm or other emergency (signalled by a continuously ringing bell), please leave the building through the nearest fire exit or safest evacuation route. Please meet by the flag pole in the car park.

In the exercise of Council functions, Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivering services under the public sector Equality Duty and Equality Act 2010.

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A G E N D A

1. Election of Yate Town Council Chair/Town Mayor.
2. To receive Declaration of Acceptance of Office by newly elected Yate Town Council Chair/Town Mayor.
3. To confirm councillors have signed the Declarations of Acceptance of Office and to consider deferring signing if any are outstanding.

4. Apologies for absence.
5. Declarations of Interest under the Localism Act 2011

Members who consider that they have an interest are asked to: (a) State the item number in which they have an interest, (b) The nature of the interest, (c) Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest.

6. Election of Yate Town Council Vice-Chair/Deputy Town Mayor.
- 7a. To elect Chair of the Environment and Community Committee, Chair of Planning and Transportation Committee and Chair of the Finance and Governance Committee.
- 7b. To:
 1. appoint Members to serve on Committees, Sub-Committees, Working Groups, Project Steering Groups, Management Committees and Joint Committees;
 2. appoint Members to represent the Town Council on Outside Bodies;
 3. agree and confirm Town Council Appointed Trustees on Heritage Centre Trust, Wills Davis Atwell Charity, Yate United Charities and YOSC Ltd.
[Click here to see committee list](#)
8. To receive Town Council Schedule of Interests. [Click here for Schedule of Interests](#)
9. To reconfirm eligibility to use the General Power of Competence:
 - *At least two thirds of the total number of councillors were elected, either at ordinary or by-election, and not co-opted;*
 - *The clerk holds one of the sector specific qualifications, including section 7 of CILCA 2012.*
10. In accordance with Standing Orders (item 1.13) to:
 - Review and adopt:
 - Terms of Reference to committees, sub-committees, project steering groups, working groups and employees (adopted at Full Council on 21 February 2023 [Click here for Terms of Reference](#))
 - Standing Orders and Code of Conduct (adopted at Full Council on 21 February 2023; [Click here for Standing Orders](#))
 - Financial Regulations (adopted at Full Council on 21 February 2023): [Click here for Financial Regulations](#)

- To **NOTE** confirmation that arrangements for insurance cover in respect of all insured risks has been completed during 2022/23 (a tender process took place) and the cover is in place for 2023/2024;
- To **NOTE** dates, times and place of Full Council and committee meetings for the year ahead (approved 10th January 2023). [Click here for meetings calendar](#)
- To **NOTE** a review of the Council's Complaint's Policy was reported to the Staffing and Governance Sub-Committee on 22 February 2021 and was re-adopted by council on 21 February 2023;
- To **NOTE** the Council's Freedom of Information Policy was reviewed on 6 February 2023 and re-adopted by council on 21 February 2023;
- To **NOTE** the Council's policy for dealing with press/media was reviewed on 25 February 2020 and was re-adopted by council on 21 February 2023.

11. Confidential Item

11/1 Confidentiality Confirmation

Each councillor present shall declare that there are no other persons present who are not entitled to be (hearing or seeing), and/or recording the meeting.

That in view of the confidential nature of the business about to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960, it is advisable in the public interest that any members of the press or public present be excluded and they be instructed to withdraw.

11/2 To receive details of Town Council liabilities. (Confidential Appendix 1).

11/3 To **RESOLVE** to re-enter public session and close meeting.